

# Lead Mechanic



**Job Code:** 4371  
**Grade:** 126  
**Reports to:** Fleet Maintenance Supervisor  
**Salary Range:** \$44,455 - \$68,041  
**FLSA Status:** Non-Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs advanced and skilled mechanical work in the maintenance, repair, and reconditioning of automotive and heavy-duty power-driven vehicles/equipment and related vehicles/systems; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification is responsible for the diagnosis, repair, refurbishment, and maintenance of gasoline and diesel trucks, automobiles, and heavy equipment. Work frequently involves the inspection and adjustment of electronically controlled automotive systems, air conditioning systems, hydraulic systems, welding and machining of parts. The employee works without close supervision, in accordance with standard trade practices. May be required to train and periodically supervise less experienced mechanics and inspect completed repairs.

## **ESSENTIAL FUNCTIONS**

Performing complicated maintenance and repair of gas and diesel automotive and construction equipment.

## **EXAMPLES OF WORK**

- Operates complex specialized automotive diagnostic testing equipment in the diagnosis of mechanical problems, determines required repair or replacement of parts, and initiates repair.
- Performs preventive maintenance inspections.
- Diagnoses, adjusts, repairs, and services medium and heavy duty equipment.
- Refaces valves and seats, grinding, assembling, and adjusting them.
- Installs rings and bearings and effects proper adjustment.
- Overhauls and repairs carburetors and clutches.
- Performs repairs and replacement on diesel driven equipment.
- Repairs and overhauls brakes, ignition and fuel systems, transmissions, differentials, front and rear axle assemblies.
- Tunes motors using standard testing equipment.
- Takes down, repairs, and reassembles air compressors, pumps, small engines, grounds maintenance, and related equipment.
- Refaces brake drums and relines brakes.
- Does diversified electrical work on automotive equipment, such as troubleshooting electrical problems and repairing or replacing defective parts, repairing and adjusting lights and repairing generators and starters.
- Services chain saws, tractors, weed eaters, pumps, and other small equipment.
- May perform minor body and paint work.
- Performs related tasks as required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the methods, tools, and equipment including electronic diagnostic equipment used in the repair of light automotive passenger cars, trucks, passenger busses, construction, and maintenance equipment; thorough knowledge and skill in the use and operation of shop tools and machinery, such as drills, presses, grinders, micrometers, brake relining and drum grinding machines, welding equipment; ability to diagnose the more common defects in the drive trains, chassis, and other components of automotive equipment; ability to detect by inspection any worn or broken automotive parts; ability to keep records of repairs

and service operations and to make reports; ability to adapt available tools and repair parts to specific repair problems; ability to interpret and work from sketches, diagrams, and installation and repair charts; ability to follow oral and written instructions accurately.

**MINIMUM EDUCATION AND EXPERIENCE**

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate; supplemented by three (3) to five (5) years of progressively knowledgeable and skilled experience in the repair and/or maintenance of automotive and heavy-duty equipment; or any equivalent combination of education, training, and experience.

**WORK CONDITIONS**

- Heavy work requiring the exertion of up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, noise, vibration, hazards, and oils.

**SPECIAL REQUIREMENTS**

- Possession of an appropriate commercial driver's license valid in the State of Maryland.
- Two (2) Automotive Service Excellence (ASE) or equivalent certifications.
- Training in refrigerant handling and recovery in accordance with established environmental standards.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.